

**GREAT KINGSHILL RESIDENTS' ASSOCIATION CONSTITUTION**  
**updated September 2011**

**NAME AND OBJECTS**

The name of the Association shall be "Great Kingshill Residents' Association".

The Objects of the Association are to

- Promote awareness of and interest in the community life,
- Protect and improve the amenities and environment of the Village,
- Promote community and social activities,

for the residents of Great Kingshill.

The Association shall be non-party political.

**MEMBERSHIP**

All residents of the Village above the age of 16 years shall be members unless they have informed the Committee that they do not wish to be regarded as members.

Membership of the Association shall imply acceptance of this constitution and any amendments that may be passed at General Meetings. Records of membership held electronically for the purposes of administering the Association will not be used for any other purpose.

Such annual subscriptions for membership for individuals or households as have been decided as necessary by the Committee shall be due four weeks before the AGM.

**ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held in September.

Notice thereof shall be given not later than four weeks previously, by personal delivery or local publication.

All members of the Association may submit motions for discussion at the AGM. Such motions, including proposals for amendments to this constitution, must be received by Hon Secretary not later than one week prior to the meeting.

Proposals by the Committee for the appointment of Honorary Life members and for the appointment of Officers and Committee shall be received by the Hon Secretary not later than one week beforehand. The consent of the nominee must have been previously obtained by the proposers.

## **SPECIAL GENERAL MEETING**

A Special General Meeting may be called by the Committee or by a requisition signed by not less than 10 members delivered to the Hon Secretary, who in turn will call such a meeting within four weeks from the date of receipt. The notice of meeting shall detail the motion and be issued by personal delivery or local publication.

Only the business stated in the requisition may be debated in the Special General Meeting.

## **VOTING RIGHTS**

A quorum for an Annual or Special General Meeting shall be 10 members. If a quorum is not reached, the meeting shall be reconvened and all members informed of the new date and venue. The quorum at a reconvened General Meeting shall be those present.

At all General Meetings each member shall have one vote. Voting shall be by show of hands except where a ballot is demanded by a simple majority.

## **COMMITTEE**

The Committee shall be composed of a Chairperson, Hon Secretary, Hon Treasurer (the Officers) and up to 12 other members, elected at the Annual General Meeting. No member may fill any one Official position for more than three successive years and may not revert to a previously held Official position until a period of not less than two years has passed.

## **MANAGEMENT**

The management of the Association shall be vested in the Committee.

The Committee shall have discretionary power if a quorum of at least 4 Committee members including at least one Officer is present:

- To act on all matters brought before the Committee by simple majority voting, with the Chairperson having a casting vote if necessary.
- To perform such acts as may be deemed necessary or expedient to further the objects of the Association.
- To meet as necessary to carry out these objects of the Association, but not less than four times a year.
- To fill from members vacancies occurring on the Committee or among the Officers only until the next AGM.
- To deem to have resigned any officer or Committee member who is absent from three consecutive Committee meetings.
- To deem to have resigned any Officer or Committee member who holds any elective position in local or central government

- To establish sub-committees for the purpose of undertaking specific tasks.
- To decide on matters not covered by the constitution.
- To approve expenditure and expenses incurred in execution of the objects of the Association

The Chairperson shall:

- Ensure the Association is properly conducted according to the constitution.
- Chair or delegate the conduct of meetings

Hon Secretary shall:

- Give due notice of dates and times of all meetings.
- Keep Minutes of the meetings and records of attendance.
- Keep records of correspondence received and sent.
- Make available the constitution and any amendments agreed to it.

The Treasurer shall:

- Account for and deposit with the Association's bank account(s) all monies received.
- Sign cheques drawn on the account(s) for approved expenditure along with the Chairman or Secretary.
- Keep proper accounts at all times
- Arrange for the accounts to be audited by a person acceptable to the Committee as at the last day of June of each year and audited in time for presentation for approval to the Annual General Meeting following the end of the financial year.

## **SUB-COMMITTEES**

Sub-committees shall:

- Comprise at least two Committee members
- Include ex-officio the Chairman and Hon. Secretary.
- Nominate such other co-opted members as desired
- Report to the main Committee all business proposed to fulfil their specified tasks.

## **DISSOLUTION**

A Special General Meeting called for that purpose may dissolve the Association. Audited accounts shall be presented. Any net liabilities shall be contributed in equal shares by the existing members. Any net assets shall be transferred to the Great Kingshill Village Hall or such other local Association or charity as the Committee may nominate.

**Note: Annual Timetable running up to the Annual General Meeting**

4 weeks before: Notice issued for AGM. Last chance to become a voting (paid-up) member.

"In time" before AGM: Accounts audited. See comment above

1 week before: Motions and nominations to be received

AGM: Date in September.  
Minutes of previous AGM and previous Chairman's report agreed  
Chairman's and Treasurer's reports, Adoption of report, accounts and auditors  
Secretary reports on eligibility and nominations.  
Election of Officers  
Election of Committee  
Any other motions received.